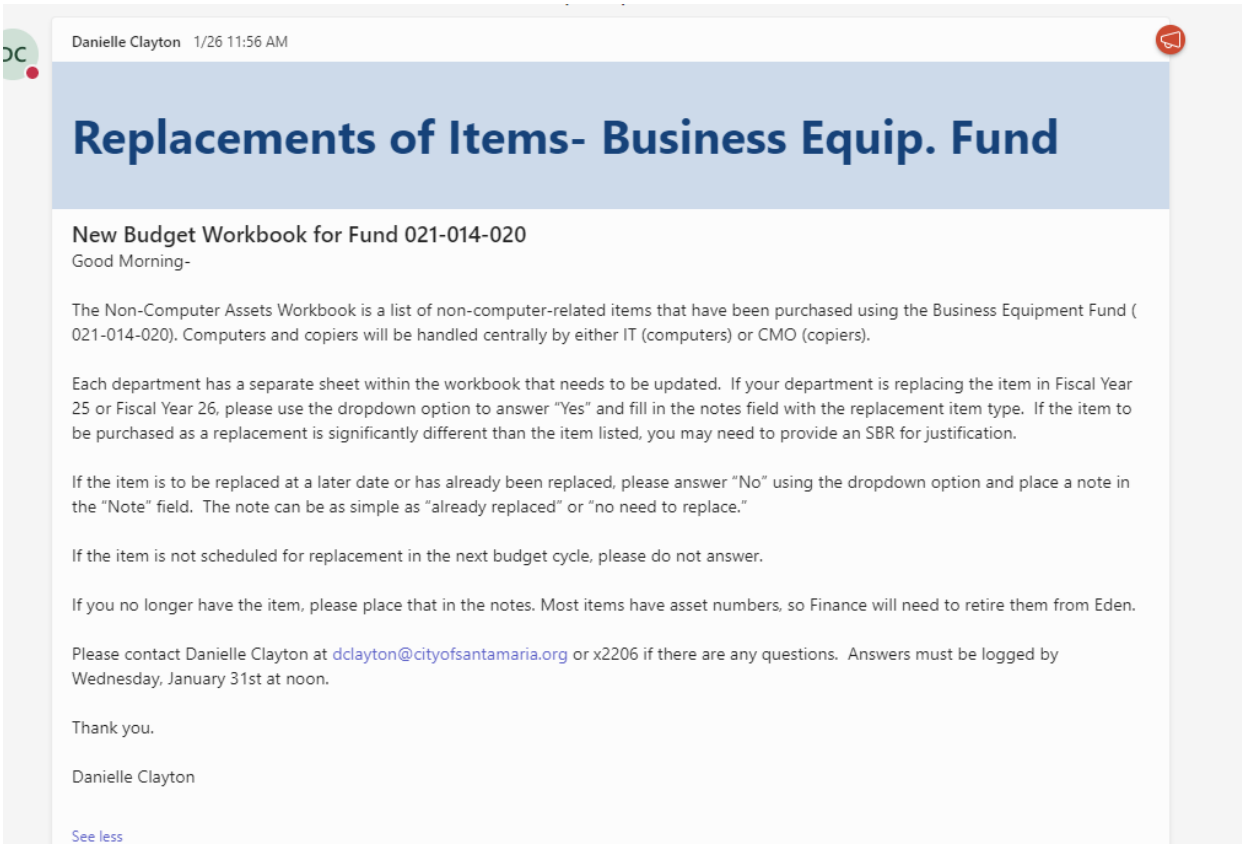
From: Sara Peet
To: Marc Schneider; Daniel Cohen; Jesse Silva; Eligio Lara; Christina Alvarez; Michael Balcorta
Subject: Budget Last Minute Item
Date: Tuesday, January 30, 2024 2:22:25 PM
Attachments: PD Non Computer Assets.xlsx
image001.png
Importance: High

Sorry for the short notice, I just saw that CMO pushed out a message in the Teams budget channel on Friday requesting us to complete the attached worksheet for our department and turn it in by tomorrow.

I've added notes for the items I'm familiar with and/or we've discussed, could you please review and advise if there's anything else that needs to be replaced and I'll mark the boxes according to her directions below?

Thank you!



Danielle Clayton 1/26 11:56 AM

Replacements of Items- Business Equip. Fund

New Budget Workbook for Fund 021-014-020

Good Morning-

The Non-Computer Assets Workbook is a list of non-computer-related items that have been purchased using the Business Equipment Fund (021-014-020). Computers and copiers will be handled centrally by either IT (computers) or CMO (copiers).

Each department has a separate sheet within the workbook that needs to be updated. If your department is replacing the item in Fiscal Year 25 or Fiscal Year 26, please use the dropdown option to answer "Yes" and fill in the notes field with the replacement item type. If the item to be purchased as a replacement is significantly different than the item listed, you may need to provide an SBR for justification.

If the item is to be replaced at a later date or has already been replaced, please answer "No" using the dropdown option and place a note in the "Note" field. The note can be as simple as "already replaced" or "no need to replace."

If the item is not scheduled for replacement in the next budget cycle, please do not answer.

If you no longer have the item, please place that in the notes. Most items have asset numbers, so Finance will need to retire them from Eden.

Please contact Danielle Clayton at dclayton@cityofsantamaria.org or x2206 if there are any questions. Answers must be logged by Wednesday, January 31st at noon.

Thank you.

Danielle Clayton

See less

Sara Peet
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